



Office of the City Clerk

Weekly Report – for Week Ending May 9, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Neighborhood Council Elections – Candidate Filing Completed, Elections continue:

Region	Qty Filed to Date	Certified	Pending	Withdrew (W) / Disqualified (D)	Starts	Ends	Election Day
Region 1	251	233	0	17W/1D	Dec 23	Jan 22	Mar 8
Region 2	126	111	0	12W/3D	Dec 16	Jan 15	Mar 1
Region 3	210	183	0	18W/9D	Dec 31	Jan 30	Mar 16
Region 4	178	154	0	24W/0D	Jan 4	Feb 3	Mar 20
Region 5	202	184	0	11W/7D	Jan 14	Feb 13	Mar 30
Region 6	195	166	0	8W/21D	Jan 18	Feb 18	Apr 3
Region 7	208	178	0	15W/15D	Jan 27	Feb 26	Apr 12
Region 8	210	188	0	9W/13D	Feb 10	Mar 19	Apr 26
Region 9	72	65	0	7W/0D	Feb 17	Mar 19	May 3
Region 10	120	103	0	12W/5D	Feb 24	Mar 26	May 10
Region 11	227	207	0	15W/5D	Mar 4	Apr 3	May 18
Region 12	32	30	0	2W/0D	Feb 17	Mar 24	May 6

TOP ITEMS

- *Initiative Petition for the Creation of a City Health Commission reached certified as sufficient*
- *Neighborhood Council Elections continue*
- *Video and Audio Webcasting has stabilized*

City Elections – The number of verified signatures filed by proponents of the “Creation of a Los Angeles City Health Commission Initiative Ordinance” achieved sufficiency on May 5. A notice to the proponents and press release were subsequently issued. A Certification of Sufficiency report was also transmitted to the City Council.

Customer Survey Results and Analysis – Analysis of the customer feedback survey of more than 2,000 respondents was completed. An action plan with target dates will be finalized by June 2014. The initial focus will be on the searching capability of the Council File Management System, Contracts and Ordinances and leveraging newer search engine technology with results sorted by relevance/rank. Matching search terms using synonyms will also be used. For example, car=vehicle=automobile=truck; property=properties=lot.

CompStat Meetings – The monthly CompStat meetings for the Administrative Services and Council and Public Services Divisions were held on May 8th.

Municipal Election Reform Commission – Staffing continues for the City of Los Angeles Municipal Election Reform Commission (CLAMERC) meetings. Information and reports are provided as requested. The CLAMERC has requested the Council grant an extension to June 5.

LAUSD Special Election – The Systems Division is setting up the election for LAUSD in preparation for recruiting of poll places and workers in the event of a runoff election in August.

Adobe Software Audit – Systems is working with the vendor on reconciling purchase orders against products installed.

Neighborhood and Business Improvement Districts – Staff has been working with the CAO to discuss the requirements for invoicing developer agreement fees for the Grand Hope Park and other CRA property transfer to the City. On May 6, 2014, the matter (CF 13-1482) was considered by Council.



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Microfilm Conversion of Council Minutes - An additional 12 reels were converted to digital format in the past week. This brings the total number of reels completed to 106. Our target for fiscal year 2013/2014 is 224 rolls putting us at 47% complete with our annual goal and 12% complete with the total project. This is on the Mayor's Metrics.

City Historical Archives - Significant Research Requests - 730 scanned pages from 11 Council Files were provided to the CLA. Various inquiries were received regarding past CLA appointments, Hollywoodland, the relocation of a statue from McArthur Park, and a 1954 Smog Crisis in Los Angeles.

Administrative Services - Staff accompanied the City Clerk to the Budget and Finance Committee to address questions related to the FY 14/15 proposed budget and transmitted budget memo responses to the CAO.

AB 1290/Council - Staff is in the process of executing 3 contracts and 3 amendments for allocations of AB1290 funding. Six contracts were closed out this month and 5 close-out certification letters were transmitted.

General City Purposes - Staff reviewed 22 GCP allocation requests, processed 21 payments, and reconciled the Council District Community Services Account.

Personnel - Staff provided a second Workplace Violence Awareness Training with the Executive and City Services Divisions of the Mayor's Office, and attended training with the Personnel Department regarding the new iVOS Workers Compensation Claims Tracking System.

ISSUES

Video and Audio Webcasting of Council and Committee Meetings - The Granicus webcasting problems that have been experienced over the past months continue to be stable.

UPCOMING

Monthly CompStat Meetings - The Business Improvement District and Systems Division meeting will be held on May 15th.

Collaboration - Claims Processing and Accepting E-Signatures - Discussions and development of an implementation plan to accept electronic signatures to allow the City Clerk to move to an automated electronic submittal process for constituents, streamline labor intensive workflows, and address constituent complaints about draconian paper methods.

Council Meeting Voting System Replacement - A demo of the NOVUS voting system will be provided by the vendor to the Information Technology Agency and City Clerk on May 13th. We are looking at off the shelf products that can be used to replace the City Council voting system which has reached its end of life.

Little Tokyo Business Improvement District Public Hearing - Public hearing for reconfirmation of the District will be held on May 20, 2014.